

# **CERTIFICATE OF NEED**

## ***ADVISORY***

### **Michigan Department of Health & Human Services**

#### **CERTIFICATE OF NEED**

Lewis Cass Building  
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(517) 241-3344 -Fax (517) 241-2962

#### **Extension Request for Enforceable Contract**

In order to assure an efficient reviewing process, the applicant must respond to the following Rule 325.9403(2).

Rule 325.9403(2) The bureau, upon written request of the recipient, may extend the implementation period established in subrule (1) of this rule or in a Certificate of Need review standard by not more than six (6) months if the Department determines all of the following:

- (a) The terms of the certificate are not changed.
- (b) Substantial progress has been made.
- (c) The requirements of R 325.9103(b) will occur within the extended time period.

#### **Provide at least two (2) documents as proof of substantial progress.**

Documents acceptable by the Department as proof of substantial progress are:

- 1) Formal commitment from architectural firm to create plans for project;
- 2) Executed enforceable contract with architectural firm;
- 3) Formal correspondence from vendor or landlord indicating draft lease for equipment or space will be executed;
- 4) Newspaper ads of bid notices;
- 5) Board meeting minutes, such as local planning commission in which this project is an agenda item; *and/or*
- 6) Verification project plans have been submitted to HFES.